



## St Bernard's Preparatory School

### Whistleblowing Policy

Authorised by: The Board of Governors of St Bernard's Preparatory School

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## **Mission Statement**

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad, balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

## **Introduction**

St Bernard's Preparatory School is dedicated to providing the utmost care for its children and staff. We aim to ensure all members of the school community feel safe in the knowledge they can voice any concerns in confidence and they will be taken seriously and dealt with appropriately.

Staff who are concerned about the conduct of a colleague towards a child may feel they are placed in a difficult position. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. Staff must always remember the welfare of the child is paramount. This policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

St Bernard's takes responsibility for ensuring all staff are aware of the Whistleblowing policy and procedures and made to feel comfortable that they can voice their concerns no matter what the circumstances.

## **Definition of 'whistleblowing'**

Whistleblowing inside the workplace is defined as the reporting by workers or ex-workers of wrongdoing, such as fraud, malpractice, mismanagement, breach of health and safety law, or any other illegal or unethical act either on the part of management, the Governing body or fellow employees. Workers may include volunteers, contractors and outside agencies or others.

## **Reporting concerns to the school**

All concerns of poor practice or possible child abuse by colleagues should be reported to the Headteacher or DSL in her absence. Complaints about the Headteacher should be reported to the Chair of Governors.

All concerns will be listened to and taken seriously by the school. If you are in any doubt as to whether a concern is valid, you should report it, and the school will decide to what extent it needs to be investigated.

Any concerns or low-level concerns should also be recorded on Confide.

## **Wider disclosure**

We encourage all our staff to follow the internal procedures outlined in this policy but understand that in some cases you may feel it is necessary to take your concerns to external agencies. This should, however, be done only as a last resort. Staff should only approach external agencies regarding their concerns without discussing them internally first if:

- they feel that they are being discriminated against and that there is no internal authority that can be contacted with trust
- they reasonably believe that they will be victimised if they follow internal procedures for whistleblowing
- they believe the concern they have raised has not been taken seriously or acted upon correctly.

We urge staff who take their concerns to external agencies to be careful not to disclose any confidential information. Information that is confidential and should therefore not be disclosed should be outlined in your contract of employment.

## **Note: it is against the law to publish any information which may lead to the identification of a teacher who is subject to an allegation.**

The authorities that may be of help to you are:

- Children's Services
- Police
- Relevant professional bodies or regulatory organisations

## **Confidentiality**

All concerns will be treated in confidence, and the school is committed to protecting the identity of whistleblowers as far as is possible. However, in some circumstances it may not be possible to do this, for example: if it will prevent a thorough investigation taking place; if there is reason to reveal the name by law; if the whistleblower has to give evidence at any hearings. In cases where identities are revealed for whatever reason, the school will do its best to support all parties involved and protect them from discrimination and victimisation.

Confidentiality is a priority throughout any investigation, and continues to be once the investigation is over, and we urge staff to closely follow all guidelines relating to confidentiality. Any member of staff that has acted knowingly against this, or revealed confidential information unnecessarily or for vicious reasons, may face prosecution.

## **Anonymous allegations**

We would encourage staff to put their name to any concerns made, as it will aid a more thorough investigation. However, the school will investigate all anonymous allegations seriously; following the proceedings outlined in this policy as far as is possible.

## **False allegations**

St Bernard's Preparatory School encourages all of its staff to voice their concerns and allegations safe in the knowledge that those who make allegations in good faith that do not prove to be true will not be reprimanded.

The school may take disciplinary action against staff who make claims that are found to be knowingly false, malicious, or for personal gain.

## **Responding to a concern**

The school will investigate all allegations and concerns, but the act of investigation does not indicate that the school has accepted the allegations as true.

Usually, the first course of action will be one of the following:

- an investigation, internal audit, or through the disciplinary process as appropriate
- an investigation under other procedures such as child/adult protection
- an investigation under procedures designed to deal with allegations made against professionals
- a referral to the police
- a referral to another external investigation/LADO
- an investigation under other forms of prosecution and inspection such as the protection of public health and safety
- a referral to an independent investigator.

Any concerns that fall under specific procedures will be followed up as described in their specific policy, e.g., child protection and safeguarding issues will be followed up as described in the school's child protection and safeguarding policy.

## **Remote Learning**

The whistleblowing procedures outlined in this policy still apply during remote and blended learning periods. To protect our staff and children, two members of staff will be present during remote learning and a recording of the lesson will be taken to refer back to if required.

## **Whistleblowing procedures**

### **The role of the whistleblower**

Concerns will usually be dealt with in this way:

1. Staff will raise their concern with the Headteacher, DSL or a member of the Senior Leadership Team, either in person or in writing. Staff will be dealt with in confidence and interviewed to discuss the allegation. Staff can go straight to the Chair of Governors with their concern, but they will be asked to explain why they did not feel comfortable taking it to the Headteacher or DSL.
2. The Headteacher, DSL or member of the SLT if involved, will decide upon the next course of action. The Headteacher and DSL will decide whether it is appropriate to take the matter to the Chair of the Governing Body.
3. If there is any reason that the member of staff making the complaint or raising the concern feels they are unable to speak any member of the school or Governing Body, they should contact the relevant authority.

## **The Role of the Senior Leadership Team (SLT)**

### **Hold an interview**

Once an allegation has been brought to their attention, the senior staff member, Headteacher or Chair of Governors will hold an interview with the person making the allegation, in confidence. This will take place immediately if there is concern that a child is at risk of harm, or within five working days if this is not the case. During this interview they will:

- get as much information about the basis of the allegation as they can, and will record what is discussed
- discuss the next action points and steps that will be taken with the staff member who has raised the allegation, and ensure they fully understand what is going to happen; if the standard whistleblowing procedure is not going to be followed, this should be explained, and an alternative procedure outlined
- provide support to the whistleblower; they may be worried about their position, getting someone else into trouble, or what they suspect may be happening.

Staff may want to seek the support of their trade union when going through whistleblowing procedures. Staff are allowed to take a representative from their trade union to their interview and subsequent meetings.

### **Decide on a course of action**

If there is cause for concern once the interview has been carried out, the leading member of staff will take the information that they have recorded to the Headteacher (or Chair of Governors if the Headteacher is of concern).

If it is decided that no further action will be taken this will be explained to the whistleblower within ten working days or after the next Governing Body meeting. This may be because:

- the leadership member does not feel that there is enough evidence to warrant a continued investigation and that it is unlikely that any malpractice has occurred or will occur
- there is a belief that the whistleblower is not acting in good faith
- the matter has already been raised and is being investigated.

The Headteacher, if not already involved, will be informed of the concern even if no further action is to be taken.

### **Role of the Headteacher and Governing Body**

The person who receives the report – whether it is the Headteacher or Governing Body – must act on the concern fully. If there is a good reason not to, this will be explained at the next Governing Body meeting and reported back to the whistleblower.

The Headteacher or Chair of Governors will decide whether any external authorities need to be reported to on the matter, or whether it is a case for internal investigation.

The outcomes of any investigations will be reported to the whistleblower in writing to their home address within ten working days. If they do not receive any information and this time has passed, they may appeal for information through the Headteacher or Chair of Governors.

### **Recording, monitoring and evaluation**

All staff concerned and involved with any allegation or investigation should keep good records of meetings they attend, discussions that are held, and any outcomes or action points that have been decided. The Headteacher and Governing Body/Trustees will review and evaluate all allegations, how they have been dealt with, and their outcomes, to prevent similar future cases, and ensure that procedures are being used correctly and are effective.

This policy will be reviewed annually and any relevant cases that have come up during the past year will be taken into account when it is being reviewed.

### **Outcomes**

If the whistleblower is dissatisfied and feels that an allegation that they have made has not been dealt with seriously or properly, they can take the matter up with an appropriate authority. All school leaders will try their best to deal with allegations fairly and effectively.

### **Independent advice**

This policy is designed to help staff with any whistleblowing concerns and procedures, but the school understands that some staff may wish to get advice from independent external agencies.

#### Independent Schools Inspectorate

CAP House, 9-12 Long Lane, London EC1A 9HA

Telephone: [02076000100](tel:02076000100)

E-mail: [concerns@isi.net](mailto:concerns@isi.net)

Web: [www.isi.net](http://www.isi.net)

#### Ofsted

Piccadilly Gate, Store Street, Manchester M1 2WD.

Telephone: 03001231231

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Web: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

#### Chair of Governors

Ms Rosalind Nockles contact via Clerk to the Governors.

### **Applies to:**

The whole school including extra-curricular activities and clubs and any other activities provided by or for the school, the Governors, parents, work-experience students, volunteers and visitors.

### **Relates to:**

Child Protection and Safeguarding, Staff Conduct, Discipline and Grievance Policy, Confidentiality Policy and Complaints Policy

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and will be reviewed annually in accordance with the school's rolling policy review programme or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_